

## **Evaluation Criteria for Student Presentation Travel Fund (SPTF) Application**

SPTF Grant: *The SPTF Grant is awarded to students in good academic standing to enable the important professional activity of conference presentation. Students are awarded up to \$500 to cover expenses, such as conference travel, registration fees, hotel costs, and meals. Individual students may receive only one grant per academic year.*

**Completeness:** All required materials submitted on time.

- Application (everything filled out and consistent)
- Abstract (limit of 200 words)
- Documentation of program participation (copy of acceptance letter, proof of submission, or copy of the program identifying the student as lead presenter)
  - o In the case that the student's abstract has been submitted but not yet accepted, funding will be awarded on the condition that the student submits the copy of abstract acceptance to the committee once it is received.
- Budget Justification
- Faculty Mentor Comments

**Conference Activity:**

- Student must present original research or other scholarly activity.
- Acceptance of the student's abstract or paper by the conference reviewers validates the student's conference participation.

**Budget:**

- Projected costs are reasonable, are in line with what the award covers, and are verified through supporting documentation.
  - o If expenses above the award amount are necessary to attend the conference, these expenses are detailed and how they will be funded or paid out of pocket is described.

**Student Eligibility:**

- Student must be a full-time student in good academic standing.

**Mentor Comments:**

- Mentor clearly supports the student's conference presentation and describes the value of conference participation for the student.

**Funding Availability:**

- Assuming the application is complete, students will be funded on a first come, first served basis until all SPTF funds are expended.